

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER 12

June 17, 2005

SUBJECT: REVISION TO THE 2005 MANUAL SECTION 3/813.20

Manual Section 3/813.20 shall be changed as indicated:

Add the following under the *Complaints Regarding Employees Assigned Outside the Area/Division* heading:

Exception: When a public allegation of misconduct is made at a Department Jail and the accused employee is not assigned to Jail Division, the Jail Division Watch Commander shall telephonically contact a supervisor at the employee's division of assignment to handle the complaint investigation.

Note: If the response of a supervisor from the accused employee's division of assignment would **severely** impact the operational needs of that command, a supervisor from Jail Division shall initiate a complaint investigation and complete all required reports. However, such a decision must be justified based on sound judgement and bona fide operational needs (e.g., major occurrence, etc.). A general shortage of supervisors or supervisory workload will not justify a refusal to respond.

If the complainant is not in the custody of Jail Division or is in the process of being released and indicates a desire not to wait for the responding supervisor, the concerned Jail Division supervisor shall accept the complaint. Also, if the entity the concerned employee is assigned to is unavailable (e.g., due to hours of operation, etc.), Jail Division shall also accept the complaint and conduct the preliminary investigation.

Upon receiving notification by the Jail Division Watch Commander of a complaint against an employee assigned to his/her Area, the watch commander of the accused employee shall ensure that a supervisor responds to Jail Division in a timely manner. The assigned supervisor shall initiate a complaint investigation and conduct a comprehensive preliminary investigation.

AUDIT RESPONSIBILITY: The Assistant to the Director, Office of Operations, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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